CPPSIS2001B Prepare for work in the spatial information services industry

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to understand legal and procedural requirements of the spatial information services (SIS) industry. It requires the ability to access industry information, and applicable legislative and OHS guidelines. Functions would be carried out under direct supervision and within organisational guidelines.

Application of the Unit

Application of the unit	This unit of competency supports the application of teamwork, verbal and written workplace communication skills, and the use of SIS technology. The skills and knowledge acquired upon completion of this unit would support the needs of new employees in the SIS industry sector in positions such as field hands, data collection assistants and administrative assistants. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant federal, and state or territory legislation, regulations and codes of practice impact upon this unit (see unit performance criteria and range statement).

Licensing/Regulatory Information

Refer to Application of the Unit

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Pre-Requisites

Prerequisite units   Nil

Employability Skills Information

Employability skills   The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and apply industry information.	1.1 *Legislation*, *procedural requirements and OHS issues* relevant to employment in the SIS industry are assessed.
	1.2 Key *SIS* organisations able to provide information and assistance to individuals and enterprises are identified.
	1.3 *Employee and employer rights and responsibilities* are discussed and understood.
	1.4 Skills and knowledge are updated to accommodate the vocational needs of the SIS sector.
2 Identify future career opportunities.	2.1 Various *vocational roles and industry sectors* within the SIS industry are identified.
	2.2 Possible career directions in the SIS industry are discussed with *appropriate persons*.
	2.3 Personal values and attitudes regarding work and business are taken into account when planning for future work/career directions.
	2.4 *Opportunities for vocational development* are identified in consultation with appropriate persons.
3 Access spatial information.	3.1 Significance of data capture and description of real world objects are identified.
	3.2 Existing *data sources* are identified and researched for suitability.
	3.3 Appropriate categories of data sources are selected and accessed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- ability to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
- communicate in a clear and concise manner in both written and verbal modes
- computer skills
- estimate time to complete activities and prioritise tasks
- literacy skills to:

REQUIRED SKILLS AND KNOWLEDGE

- assess and use workplace information
- interpret and understand basic legal, financial and procedural requirements
- process workplace documentation
- read and record data
- numeracy skills to:
  - accurately record and collate
  - undertake basic computations

REQUIRED SKILLS AND KNOWLEDGE

- organisational skills to:
  - prioritise daily activities
  - seek and receive feedback
  - source, organise and record information
- spatial skills to:
  - apply appreciation of height, depth, breadth, dimension and position to basic virtual representation
  - apply understanding of height, depth, breadth, dimension and position to actual operational activity (basic)
- work on an individual basis and within a team in a range of SIS activities.

Required knowledge and understanding:

- company pricing schedules
- legislation associated with job specifications and procedures
- legislation, regulations and codes of practice applicable to specific SIS functions
- nature of spatial and aspatial data
- OHS issues and requirements
- organisational structure and reporting channels
- principles of effective communication
- terms and conditions of employment
- types of SIS and responses
- workplace communication channels and procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment	This unit of competency could be assessed on its own or in combination with other units relevant to the job function, for example unit PSPGOV202B Communicate in the workplace.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of: • accessing, interpreting and complying with a range of legislative and procedural requirements relevant to specific assignment procedures • accurately interpreting organisational information

to ensure an effective understanding of various roles and responsibilities, and organisational processes and procedures

- developing effective skills and personal relationships through the application of organisational, social, ethical and operational standards and the use of appropriate interpersonal styles and techniques.

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Specific resources for assessment	Resource implications for assessment include access to:
	• assessment instruments, including personal planner and assessment record book
	• assignment instructions, work plans and schedules, policy documents and duty statements
	• registered training provider of assessment services
	• relevant guidelines, regulations and codes of practice
	• suitable venue and equipment.
	Access must be provided to appropriate learning and assessment support when required.
	Where applicable, physical resources should include equipment modified for people with disabilities.
Context of assessment	Holistic: based on the performance criteria, evidence guide, range statement, and required skills and knowledge.
Method of assessment	Demonstrated over a period of time and observed by the assessor (or assessment team working together to conduct the assessment).
	Demonstrated competency in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.
	Obtained by observing activities in the field and reviewing induction information. If this is not practicable, observation in realistic simulated environments may be substituted.
Guidance information for assessment	Assessment requires that the clients' objectives and industry expectations are met. If the clients' objectives are narrowly defined or not representative of industry needs, it may be necessary to refer to portfolio case studies of a variety of SIS requirements to assess competency.
	Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge (in assessment situations where the candidate is offered a preference between oral questioning or written assessment, questions are to be identical).
	Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.
	All practical demonstration must adhere to the safety

and environmental regulations relevant to each State or Territory.

Where assessment is for the purpose of recognition (recognition of current competencies [RCC] or recognition of prior learning [RPL]), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Assessment processes will be appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislation, ***procedural requirements and OHS issues*** may include:	- Australian standards, quality assurance and certification requirements - award and enterprise agreements - environmental and zoning laws affecting factors, including: - building density - energy efficiency - licensing arrangements - relevant codes of practice - relevant state, territory or federal legislation that affects organisational operations, including: - anti-discrimination and diversity - environment and sustainability - equal employment opportunity (EEO) - copyright and digital copyright - industrial relations - OHS guidelines.
Spatial information services (***SIS***):	- relationship between location of global objects, events or activities, when: - objects are usually features with attributes that are given a relative digital position - events can be natural or man-made and observed in relation to position and time - relationships are developed through the application of geographic information systems (GIS) technologies - SIS industry encompasses the broad disciplines of: - GIS - land administration - mapping - photogrammetry - related software development and value-added

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services
- remote sensing
- surveying.

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Employee and employer rights and responsibilities may include:	• rights and responsibility of employees, which may relate to:
	   • taking direction from supervisors
	   • confidentiality and privacy
	   • safety and care with respect to OHS requirements
	   • knowing the terms and conditions of own employment
	   • protection from discrimination and sexual harassment
	• rights and responsibilities of employers, which may relate to:
	   • the right to dismiss you (see the Commonwealth Workplace Relations Act 1996) if you:
	   • commit a criminal offence
	   • are negligent, careless or cause an accident
	   • commit acts of disloyalty, such as revealing confidential information
	   • the responsibility to provide a safe environment free from discrimination and sexual harassment (see relevant state and federal anti-discrimination legislation).

Vocational roles and industry sectors may include:	• town planners • surveyors • cartographers • field hands • GIS software vendors • administrative and assisting roles to the above.
Appropriate persons may include:	• assessors • colleagues • managers • supervisors • trainers.
Opportunities for vocational development may include:	• career planning and development • coaching, mentoring or supervision • formal and informal learning programs • internal and external training provision • personal study • quality assurance assessment and recommendations • recognition of current competencies assessment • recognition of prior learning assessment • work experience/exchange opportunities • workplace skills assessment.

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Data sources may include:	• addressing systems
	• cadastral data
	• hydrographic maps
	• remote sensed imagery
	• thematic data sources
	• topographic maps
	• valuation records.

Unit Sector(s)

Unit sector   Spatial information services